

US - 6402 - Chemplex/Herman Bonus Details

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [SBS-Finance approval workflow](#)

Domain: Country Accounting

Responsibility area:

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Scope

 Unknown Attachment

ERP

 **WP1**

Frequency

 **Month**

References

Forms

Attachments

[Chemplex/Herman Payroll Report and Entry](#)

[Chemplex/Herman Bonus Details](#)

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1. Objective and Scope

1.1. Objective of this Operation

The purpose of this document is to explain how to perform the Bonus report for Chemplex/Herman.

We need to indicate what is the value that Chemplex/Herman needs to have in their books.

1.2. Scope

This procedure is applicable to 6402 in WP1 system.

It is done normally on D-2 or D-1 after the payroll is processed.

2. Definitions

See [Finance Glossary](#):

- [CAM](#)
- [SAGE](#)
- [SAP](#)
- [WP1](#)

3. Tasks description

3.1. *I Get the Bonus Details*

3.1.1. *I Get and Update the Bonus Details*

After doing the procedure Chemplex/Herman payroll report and entry, get the same file "Chemplex Payroll MM.YYYY" in folder [Chemplex/Herman Payroll Report and Entry](#) and copy the information from tab "Bonus Details", which contains the Chemplex Bonus details per employee, and paste it to the file "Chemplex Bonus Month YTD YYYY" in folder "[Chemplex/Herman Bonus Details](#)".

Do it with Herman too.

It is necessary to use the same file from last month as it is carrying out the value monthly.

You can do a vlookup per employee name or personnel number as well, just make sure that any new employee is included or any leaver employee is identified.

Include in the correct month.

A	B	C	D	E	F	G
Name of Employee or App	Personnel N	Account	Jan	Feb	Mar	Apr

The file will sum up in column P and calculate the fringe with rate of 15%.

P	Q	R
Total Bonus	Fringe	Total

Include comments on the line and action if necessary (reverse, etc).

S	T
Comments	Action

3.2. *I Send the File to the Chemplex/Herman Controller and CAM*

3.2.1. *I Send the File to the Chemplex/Herman Controller and CAM*

Send it to Chemplex/Herman controller and CAM by email. The subject can be "Chemplex + Herman Bonus Month YTD YYYY".

Include a screenshot of the numbers that needs to be the in Chemplex/Herman books.

P	Q	R
Total Bonus	Fringe	Total

End of document.